



*Annual Performance Report Form*

**Facility Name:** Snap-on Incorporated Operating Facilities - Milwaukee Plant

**Performance Track ID #:** A05-0013

**Annual Performance Report #:**

**Reporting Year:** 2001

**Due Date:** 4/1/02

## Section A

# General Facility Information

To the extent possible, EPA will pre-complete items A.1-A.8 for you. Please ensure that the information in A.1-A.8 below is accurate, complete, and up to date. Please supply or revise any information as necessary and then check the box to the left of the item(s) to indicate where changes have been made. Items A.9 and A.10 cannot be pre-completed; please respond as directed in A.9 and A.10 below.

*Did you make changes? If so, check box.*

- A.1 ☐ Name of your facility: Snap-on Incorporated Operating Facilities
- A.2 ☐ Name of your parent company: Snap-on Incorporated
- A.3 ☐ Facility contact person for the Performance Track program:  
Name: Mr./Mrs./Ms./Dr. Hiram J. Buffington  
Title: Director, Safety Environment & Quality Group  
Phone: 262-656-5870 Fax: 262-656-6425 E-mail: hiram.buffington@snapon.com
- A.4 ☐ Facility's location:  
Street Address: 2801 80th Street  
Street Address (cont.):  
City/State/Zip Code: Kenosha, WI 53143
- A.5 ☐ Facility's website address (if any): <http://seq.snapon.com>
- A.6 ☐ Number of employees (full-time equivalents) who currently work in the facility: 500-1000
- A.7 ☐ Does your company meet the Small Business Administration definition of a small business for your sector? ☐ Yes ☒ No
- A.8 ☐ North American Industrial Classification System (NAICS) Code(s) that are used to classify business at the facility: 34 38 42
- A.9 ☐ In your application and, perhaps, in previous annual performance reports, you described what your facility does or makes. Have there been any (additional) changes to your facility's list of products and/or activities? If so, please list them in the space below. ☐ Yes ☒ No
- A.10 ☐ Please update the list of environmental requirements that apply to your facility. In the space below, indicate any changes that have taken place during this reporting period. If you have no changes to report, please write "No changes."  
No Changes

## Section B

# Environmental Management System

B 1

**Environmental Management System Assessment.** Please summarize EMS assessments conducted *during the year*. Attach additional sheets as necessary.

- a. Was an EMS audit or other assessment done by an independent third party?

☐ Yes ☒ No

If yes, please provide the *type* (e.g., ISO 14001 certification), the *scope*, and the *dates* (mo/yr) of each assessment.

- b. Was an internal or corporate EMS audit conducted? ☐ Yes ☒ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit.

- c. Was a compliance audit conducted? ☐ Yes ☒ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit, and indicate *who* conducted the audit(s) (e.g., facility staff, corporate groups, third party).

- d. (Optional) If you would like to describe any other audits or inspections that were conducted at your facility, please do so here.

## Section B

(continued)

B.1

e. Briefly summarize corrective actions taken and other improvements made as a result of your EMS assessments and compliance audits.

N/A

f. Has your facility corrected all instances of potential non-compliance and EMS non-conformance identified during your audits and other assessments?

☐ Yes ☐ No ☒ No such instances identified

If no, please explain your plans to correct these instances.

g. When was the last Senior Management review of your EMS completed? *mo/yr* 4/02 for calendar year 2001.

Who headed the review?

Name: Mr./Mrs./Ms./Dr. Mr. Hiram Buffington \*Reviewed also by CEO, CFO, Corporate Counsel, Senior Vice President of Operation and Audit Committee of Board of Directors.

Title: Director of Safety Environment & Quality

## Section B

(continued)

**B 2** **ISO 14001 Certification.** Is your facility currently certified to ISO 14001? ☒ Yes ☐ No

**B 3** **Environmental Aspects Identification.** When did your facility last conduct a systematic identification and/or review of your environmental aspects? *mo/yr* 12/01

**B 4** **Progress Toward Achieving Objectives and Targets.** In the table below, please provide a narrative summary of progress made toward EMS objectives and targets. **You may limit the summary to environmental aspects that are *significant* and towards which *progress* has been made during the *reporting year*.** In cases where progress relates specifically to a Performance Track performance commitment, complete the *Environmental Aspect* column, but in the *Progress* column simply refer to the performance commitment tables in Section C, i.e. "See Section C." Attach additional sheets as necessary.

<i>Environmental Aspect</i>	<i>Progress Made This Year</i> (e.g., quantitative or qualitative improvements, activities conducted)

## Section C

# Environmental Performance Commitments

Please use the tables on pages 6-9 to summarize your facility's environmental performance against your Performance Track performance commitments. Complete only those boxes related to the baseline, current year, and performance commitment. If any of the boxes have been pre-completed for you, please verify the information. If you find information that is incorrect, cross it out and write in the correct information. **Leave blank any columns for future reporting years.**

### Performance Commitment 1

a. Use this table to report data related to your first performance commitment.

**Category** (see page 16 of the instructions): Reducing Energy Consumption

**Aspect** (see page 16 of the instructions): Total Energy Use (electrical)

	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	1999	2001			2003
<i>Actual Quantity (per year)</i>	9,670,306	8,122,966			(optional)
<i>Measurement Units</i>	kWhs				
<i>Normalizing Factor*</i>	1.0	.813			(optional)
<i>Basis for your Normalizing Factor*</i>	Current year earned production hours (2001) divided by (1999) production hours				
<i>Normalized Quantity* (per year)</i>	9,670,306	9,991,348			8,219,760

\*See pages 17-19 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

## Section C

(continued)

### C 2 Performance Commitment 2

a. Use this table to report data related to your second performance commitment.

<b>Category</b> (see page 16 of the instructions): Waste Reduction					
<b>Aspect</b> (see page 16 of the instructions): Hazardous Waste					
	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	1999	2001			2003
<i>Actual Quantity (per year)</i>	86.2	111.2			(optional)
<i>Measurement Units</i>	Tons				
<i>Normalizing Factor*</i>	1.0	.813			(optional)
<i>Basis for your Normalizing Factor*</i>	Current year earned production hours (2001) divided by (1999) production hours				
<i>Normalized Quantity* (per year)</i>	86.2	136.7			73.3
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

# Section C

(continued)

C.3

## Performance Commitment 3

a. Use this table to report data related to your third performance commitment.

**Category** (see page 16 of the instructions): Material Use Reduction

**Aspect** (see page 16 of the instructions): Total Material Used

	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	1999	2001			2003
<i>Actual Quantity (per year)</i>	3001.4	2611.5			(optional)
<i>Measurement Units</i>	Tons				
<i>Normalizing Factor*</i>	1.0	.813			(optional)
<i>Basis for your Normalizing Factor*</i>	Current year earned production hours (2001) divided by (1999) production hours				
<i>Normalized Quantity* (per year)</i>	3001.4	3212.2			2551.2

\*See pages 17-19 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).



## Section C

(continued)

### C 4 Performance Commitment 4

a. Use this table to report data related to your fourth performance commitment.

**Category** (see page 16 of the instructions): Water Use Reduction

**Aspect** (see page 16 of the instructions): Total Water Use

	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	1999	2001			2003
<i>Actual Quantity (per year)</i>	9,056,001	8,015,459			(optional)
<i>Measurement Units</i>	Gallons				
<i>Normalizing Factor*</i>	1.0	.813			(optional)
<i>Basis for your Normalizing Factor*</i>	Current year earned production hours (2001) divided by (1999) production hours				
<i>Normalized Quantity* (per year)</i>	9,056,001	9,859,113			7,697,600

\*See pages 15-17 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

## Section D

# Public Outreach and Performance Reporting

D.1

Please briefly summarize the public outreach and reporting activities that your facility has conducted during the year. Feel free, but not obligated, to attach supporting materials (e.g., meeting agendas, public announcements). See attached Community Outreach Program.

D.2

Please indicate which of the following methods your facility plans to use to make its Performance Track Annual Performance Report available to the public. Please check as many as are appropriate.

☒ Website (URL [www.snapon.com/seq/](http://www.snapon.com/seq/))

☐ Open House

☐ Meetings

☐ Press Releases

☐ Community Advisory Panel

☐ Other

## Section E

### Self-Certification of Continued Program Participation

On behalf of Snap-on Manufacturing Company Milwaukee,  
(name of my facility)

I certify that

- \* I have read and agree to the terms and conditions specified in the *National Environmental Performance Track Program Guide*. This facility, to the best of my knowledge, continues to meet all program criteria;
- \* I have personally examined and am familiar with the information contained in this Annual Performance Report. The information contained in this report is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete;
- \* My facility has an environmental management system (EMS), as defined in the Performance Track EMS criteria, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- \* My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements; and the facility has corrected all identified instances of potential or actual noncompliance; and
- \* Based on the foregoing compliance assessments and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior manager with responsibility for the facility and am fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is part of the National Environmental Performance Track program.

Signature/Date Jerry Bakula 9/30/02

Printed Name Mr./Mrs./Ms./Dr. Jerry Bakula

Title Plant Manager

Phone Number/E-mail Address 414 355 7445/jerry.bakula@snapon.com

Facility Name Snap-on Tools Manufacturing Company Milwaukee

Facility Street Address 7939 N. Faulkner Road

Performance Track Identification Number A05-0013

<b>Snap-on</b> ®		SUBJECT: Community Outreach Program			
Milwaukee Plant		AUTHORIZED: Jerry Bakula <i>JB 1/3/02</i> DATE: January 29, 2002 APPROVED: Randy Avrit <i>RA 1/30/02</i> ISSUED: Susan Keltner		SHEET 1 of 3	
REVISION	A				
DATE	1/29/02				

## INTRODUCTION

The Milwaukee Plant is committed to keeping our environment clean, and to providing a quality work place for our employees and surrounding community. Our community trusts us to be good stewards, and we take that responsibility seriously. Going the extra mile with regard to environmental concerns is just one indicator of our committed citizenship.

When we work together and have common goals, we bring a sense of togetherness, which is critical to the community in which our employees, customers, and business partners live. Community outreach has been and will continue to be a key theme at our plant with an emphasis on improving the neighborhood environment and enhancing the overall quality of life in the Milwaukee community.

The Milwaukee Plant can best meet its commitment to the environment, our employees, and our neighbors by following these principles of conduct:

- Conserve energy and natural resources through prudent use and reuse, where appropriate.
- Work hard at continually eliminating waste and pollution at its source; otherwise reduce, reuse, and recycle.
- Properly dispose of or effectively treat any waste not economically reused.
- Design, operate, and assess our facilities ensuring the protection of the safety and health of our employees and our neighbors, including visitors and contractors that visit our facilities.
- Make hygiene, safety and environment a priority in developing new products and processes.
- Recognize, anticipate, respond and communicate significant environmental aspects/impacts in a timely manner to employee and community concerns regarding our products and operations.



Milwaukee Plant

SUBJECT: Community Outreach Program

AUTHORIZED: Jerry Bakula  
DATE: January 29, 2002  
APPROVED: Randy Avrit  
ISSUED: Susan Keltner

SHEET 2 of 3

REVISION	A						
DATE	1/29/02						

- Manage all operations in a professional manner and meet other relevant and appropriate requirements with regard to environment, safety, and health.
- Periodically audit and assess our performance against stated goals and the principles of our regulatory management system.

The Milwaukee Plant is located at 7939 North Faulkner Road, Milwaukee, WI 53224. The manufacturing plant is approximately 120,000 square feet of manufacturing and office space and sits on 14 acres. For security purposes the plant utilizes the services of a guard during varying hours 7 days a week. A chain link fence surrounds the manufacturing plant and remaining property. The Milwaukee Plant employs approximately 200 employees that live in the local and surrounding communities.

The Milwaukee Plant provides industrial hygiene testing each year for our employees.

We provide training for our employees on any applicable Federal, State, Local or Corporate environmental and safety requirements.

The Milwaukee Plant believes in employee involvement by encouraging suggestions regarding safety, cost, and quality improvements.

**\*Snap-on Milwaukee Plant Community Outreach Information:**

This commitment is expressed through:

- An annual contribution to our-company sponsored United Way campaign, which matches employee contributions dollar for dollar and reflects our commitment to assist human service providers and civic organizations.
- In our community involvement, we also contribute to the United Performing Arts Fund, Briggs Run, Milwaukee Urban League, Junior Achievement of Wisconsin as well as the Special Olympics, the American Diabetes Association, the Professional Police League, Mother's Against Drunk Driving, Milwaukee's Ride for the Arts and the Hunger Task Force.

The Milwaukee Plant participates in a partnership with Goodwill Industries of Southeastern Wisconsin and Metropolitan Chicago, Inc. This partnership was established in an effort to provide work for developmentally disabled employees participating in Goodwill's Employment Service.



Milwaukee Plant

SUBJECT: Community Outreach Program

AUTHORIZED: Jerry Bakula  
DATE: January 29, 2002  
APPROVED: Randy Avrit  
ISSUED: Susan Keltner

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REVISION	A						
DATE	1/29/02						

We are proud of our association with the Educational Technology and Conservation Exchange Program, also known as ETCEP. Through this program, a designated school in our community collects empty ink and laser printer cartridges from our facility along with other businesses in the area earning points that can be exchanged for classroom technology and recreation products. In this way the Milwaukee Plant is connecting with the community, the environment and with students at a local school for positive results. It is a proactive solution to overburdened landfills.

Our "Sharing Tree" program gives employees the opportunity to donate gifts to needy families located in the inner city during the holiday season

On an available basis Snap-on encourages other staff members, colleges, as well as other businesses in the community to participate in plant tours.

Snap-on reviews its employment practices to ensure that its personnel programs are consistent with the affirmative action program for the employment and advancement of qualified disabled individuals and covered veterans. In conjunction with these programs, the Company undertakes the following outreach and positive recruitment activities:

- The Company has established meaningful contacts with organizations of/for individuals with disabilities, sheltered workshops, vocational rehabilitation agencies, and veterans' service organizations serving Vietnam era, special disabled veterans or other covered veterans.
- Representatives from these sources receive information on job openings, job descriptions and worker specifications, explanations of the selection process, and tours of the facility.
- The Company has established a process for referral of applicants for employment, and routinely follows up on the results of the process from these sources.

**\*Note:** This list of information is for example only and only implies that Snap-on may use these avenues of outreach or some other form of communication when it deems necessary.

## DISTRIBUTION

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